

CHECKLIST FOR A SIGN PROJECT PERMIT

- 1. ARE YOU CHANGING THE USE OF THIS BUILDING OR ANY PART THEREOF?**
FROM RESIDENTIAL TO COMMERCIAL _____
FROM COMMERCIAL TO RESIDENTIAL _____

2. PRIOR TO YOUR APPLICATION BEING ACCEPTED YOU ARE REQUIRED TO PROVIDE THE FOLLOWING:

(APPLICANT MUST INITIAL EACH ITEM INDICATING IT HAS BEEN PROVIDED)

1. _____ TOTAL SQUARE FOOTAGE OF ALL EXISTING SIGNS ON BUILDING
2. _____ TOTAL SQUARE FOOTAGE OF PROPOSED SIGN(S)
3. _____ DRAWING OR PICTURE OF BUILDING SHOWING PLACEMENT OF SIGN(S)
4. _____ DRAWING OR PICTURE OF SIGN W/ DIMENSIONS AND MATERIAL COMPOSITION
5. _____ DRAWING OR PICTURE OF BRACKET OR METHOD OF MOUNTING SIGN

HANGING SIGNS ONLY:

6. _____ BOTTOM OF SIGN IS REQUIRED TO BE A MINIMUM 7FT ABOVE SIDEWALK.
7. _____ OUTER EDGE OF SIGN MAY NOT EXTEND CLOSER THAN 3' FROM CURB FACE.

I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with Commission's approval. Application must be signed by owner or his/her agent.

Date: _____ **Applicant's Signature:** _____
Print Name: _____

If you are a tenant, you must obtain the owner's signature acknowledging and approving the proposed work. This must be done prior to submission of application.

Date: _____ **Owner's Signature:** _____
Print Name: _____

For all sign rules and regulations, please refer to Section 9-210 Signs (revised January 2016) of the Shepherdstown Planning and Zoning Ordinance.